

ORDINANCE NO. 1493

AN ORDINANCE OF THE CITY COUNCIL AMENDING ORDINANCE 1415 APPROVING AND ADOPTING CORRECTIONS TO THE CITY OF LLANO PERSONNEL POLICY MANUAL AS PREPARED BY THE CITY STAFF; REPEALING ALL OTHER ORDINANCES OR PORTIONS THEREOF IN CONFLICT.

WHEREAS The City Staff have prepared and submitted to the City Council a Personnel Policy Manual designated to bring to the City of Llano a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices; and

WHEREAS Clarifications to Chapter VIII, Sections 7 Emergency Call-out for Utility Employees are to address the compensation for utility employees who are called back to work by reason of an emergency work situation.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LLANO, TEXAS:

Chapter VIII, Section 4, 5, 6a, and 6b are amended to read as follows:

Section 4 - Compensatory Time

Authorized overtime worked may accrue compensatory time, unless overtime pay is authorized. Compensatory time may not be accrued during a holiday or observed holiday. For non-exempt employees, compensatory time shall accrue at the rate of one and one-half times the overtime hours worked. Use of accumulated compensatory time shall be in accordance with departmental policy except that in all cases no more than forty (40) hours may be accumulated at any one time. Accumulated compensatory time shall not be carried over into the following fiscal year. All accumulated compensatory time shall be taken or paid before the end of the fiscal year. Compensatory time must have prior written approval of the Department Head/City Manager before accumulation will be honored. A salaried, exempt employee shall not accumulate compensatory time for any reason.

Section 6a – On-Call Time – Utility services require that some employees be available in an “on-call” status in the evenings, and over holidays and weekends to ensure the continuity of those vital services. Employees who are scheduled for on-call duty must be available and able to respond to calls throughout their on-call shift. On-call employees who are unavailable for calls will not be paid for the on-call status pay and may be subject to disciplinary action.

Employees in “on-call” status will receive one hour of pay for each day they are on call at their overtime rate.

The City Manager has the discretion to require an on-call status of other City Departments.

Section 6b – Emergency Call-Out for Utility Employees –


Emergency Call-out compensation: The City provides compensation for Utility employees who are called back to work by reason of an emergency work situation. Emergency call-out is defined as a call to work prior to one hour before the start of a regular work period or one hour after the end of a regular work period.

Compensation for time spent when actually called back to work shall be determined according to the following: Work performed by reason of an emergency call-out will be paid for as overtime and subject to a minimum of one (1) hour at overtime pay.

After an initial call-out, any additional calls for service, if within one (1) hour of the initial call does not constitute an additional one (1) hour callout but a continuation of the initial call. However, if the employee has an initial call-out and then receives another call after one (1) hour, an additional one (1) hour is warranted unless it falls within the one hour prior to a regular work period at which time it would not be subject to the one (1) hour call-out but as additional time in a scheduled workday. Any call-out that takes more than one (1) hour shall be paid at one (1) hour minimum increments.

That the Personnel Policy Manual corrections as presented by the City Manager and Staff of the City of Llano, Texas be and the same is hereby in all respects approved and adopted.

PASSED AND APPROVED, this 1st day of May 2023.



Kelli Tudyk, Mayor



Kim Wagner, City Secretary